

## APPLICATION FORM FOR OBTAINING ACADEMIC CERTIFICATES

Note: - 1) Students are advised to read all the instructions carefully before filling out the application form.  
2) Fill all the detail in Block Letter.

|                                                                                                                                                                                                                                                                                                           |                                                                                     |                                             |                                                                                              |                                                                                                                                                         |                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>PRN No: (As per Last Semester Marksheet)</b>                                                                                                                                                                                                                                                           |                                                                                     |                                             | <b><u>Details of payment made</u></b><br><b><u>(Cash/DD/RTGS/NEFT/Online/UPI/Others)</u></b> |                                                                                                                                                         |                                                                                                               |
| <b>Degree &amp; Branch:</b>                                                                                                                                                                                                                                                                               |                                                                                     |                                             | <b>Cash Receipt/Transaction No.:</b>                                                         |                                                                                                                                                         |                                                                                                               |
| <b>Name of College/Institute:</b>                                                                                                                                                                                                                                                                         |                                                                                     |                                             | <b>Date of Transaction:</b>                                                                  |                                                                                                                                                         |                                                                                                               |
|                                                                                                                                                                                                                                                                                                           |                                                                                     |                                             | <b>Bank Name:</b>                                                                            |                                                                                                                                                         |                                                                                                               |
|                                                                                                                                                                                                                                                                                                           |                                                                                     |                                             | <b>Amount Paid Rs.:</b>                                                                      |                                                                                                                                                         |                                                                                                               |
| <b>Month and Year of Qualifying Examination Passed:</b>                                                                                                                                                                                                                                                   |                                                                                     |                                             |                                                                                              |                                                                                                                                                         |                                                                                                               |
| 1.                                                                                                                                                                                                                                                                                                        | <b>Name of the Student: (As per the last semester/year Marksheet or Grade Card)</b> |                                             |                                                                                              |                                                                                                                                                         |                                                                                                               |
| 2.                                                                                                                                                                                                                                                                                                        | <b>Address for Communication:</b>                                                   |                                             |                                                                                              |                                                                                                                                                         |                                                                                                               |
|                                                                                                                                                                                                                                                                                                           | <b>PIN CODE:-</b>                                                                   |                                             |                                                                                              |                                                                                                                                                         |                                                                                                               |
| 3.                                                                                                                                                                                                                                                                                                        | <b>Phone: (R) _____</b><br><b>(M) _____</b>                                         |                                             | <b>E-mail: _____</b>                                                                         |                                                                                                                                                         |                                                                                                               |
| 4.                                                                                                                                                                                                                                                                                                        | <b>APPLICATION FOR</b>                                                              |                                             | <b>Fees</b>                                                                                  |                                                                                                                                                         | <b>Document Required</b>                                                                                      |
| Transcript No. of Copies:- <input type="text"/>                                                                                                                                                                                                                                                           |                                                                                     | Pass Out Student <input type="text"/>       |                                                                                              | Rs. 1,000/- for First 3 Sets and Rs. 200/- per Additional Set                                                                                           | 1. Photocopy of all Marksheet/Grade Sheet (Self Attested)<br>2. Payment Receipt<br>3. Address Proof           |
| Default 3 Sets + Additional Set: <input type="text"/>                                                                                                                                                                                                                                                     |                                                                                     | Non Pass Out Student <input type="text"/>   |                                                                                              |                                                                                                                                                         |                                                                                                               |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                  | Provisional Degree Certificate                                                      | <input type="checkbox"/>                    | Marks Conversation Certificate                                                               | Rs. 500/-                                                                                                                                               |                                                                                                               |
| <b>Document Attestation/ Verification</b>                                                                                                                                                                                                                                                                 |                                                                                     | Total No. of Document: <input type="text"/> |                                                                                              | Rs. 750/- (Per Set) All Marksheet<br>Rs. 500/- per Provisional/ Degree Certificate<br>Rs. 750/- (Per Set) Transcript<br>Rs. 500/- Syllabus Verification | 1. Above All documents<br>2. Original Marksheet / Degree Certificate<br>3. WES/CAPR/NDEB Form (if Applicable) |
| ◆                                                                                                                                                                                                                                                                                                         | Mark Sheet                                                                          | <input type="text"/>                        | Attach One Extra photocopy of all documents for office use                                   |                                                                                                                                                         |                                                                                                               |
| ◆                                                                                                                                                                                                                                                                                                         | Provisional Certificate                                                             | <input type="text"/>                        |                                                                                              |                                                                                                                                                         |                                                                                                               |
| ◆                                                                                                                                                                                                                                                                                                         | Degree Certificate                                                                  | <input type="text"/>                        |                                                                                              |                                                                                                                                                         |                                                                                                               |
| ◆                                                                                                                                                                                                                                                                                                         | Transcript                                                                          | <input type="text"/>                        |                                                                                              |                                                                                                                                                         |                                                                                                               |
| ◆                                                                                                                                                                                                                                                                                                         | Syllabus                                                                            | <input type="text"/>                        |                                                                                              |                                                                                                                                                         |                                                                                                               |
| 5.                                                                                                                                                                                                                                                                                                        | <b>Detail of Purpose for which the Certificate required</b>                         |                                             |                                                                                              |                                                                                                                                                         |                                                                                                               |
| <b>Declaration:</b> I have read all the instructions given with this application form and I hereby declare that the above given information is correct to the best of my knowledge and belief. If any information is found incorrect, incomplete or false at any stage, my application shall be rejected. |                                                                                     |                                             |                                                                                              |                                                                                                                                                         |                                                                                                               |
| Place: _____                                                                                                                                                                                                                                                                                              |                                                                                     |                                             |                                                                                              |                                                                                                                                                         |                                                                                                               |
| Date:     /     /                                                                                                                                                                                                                                                                                         |                                                                                     |                                             | Signature of the Candidate                                                                   |                                                                                                                                                         |                                                                                                               |
| <b>FOR UNIVERSITY USE ONLY</b>                                                                                                                                                                                                                                                                            |                                                                                     |                                             |                                                                                              |                                                                                                                                                         |                                                                                                               |
| a.                                                                                                                                                                                                                                                                                                        | <b>Application Checked by:</b>                                                      |                                             |                                                                                              | d.                                                                                                                                                      | <b>Approved by Controller of Examination:</b>                                                                 |
| b.                                                                                                                                                                                                                                                                                                        | <b>Certificate Issued by :</b>                                                      |                                             |                                                                                              |                                                                                                                                                         |                                                                                                               |
| c.                                                                                                                                                                                                                                                                                                        | <b>Remarks from Assistant Registrar(Exam Section):</b>                              |                                             |                                                                                              |                                                                                                                                                         |                                                                                                               |
|                                                                                                                                                                                                                                                                                                           |                                                                                     |                                             |                                                                                              | e.                                                                                                                                                      | <b>Certificate issued on : (Date and No)</b>                                                                  |

### **IMPORTANT INSTRUCTIONS**

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                                                        |    |                                                      |    |                                                                                          |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------------------------------------------------|----|------------------------------------------------------|----|------------------------------------------------------------------------------------------|
| 1) | Application should be made by the candidate in the prescribed format along with the given documents and pay the Fees at University Account Section given in the Fees column for the Specified Certificate.                                                                                                                                                                                                                                                                                                                                                                                                   |    |                                                        |    |                                                      |    |                                                                                          |
| 2) | Candidate Submit the Application form to the University Admin Section along with the required documents and copy of Fees receipt.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                                                        |    |                                                      |    |                                                                                          |
| 3) | Admin Officer can check the Application form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                                                        |    |                                                      |    |                                                                                          |
| 4) | The Academic Certificate may be collected from the University Examination Section after three working days. If the applicant is unable to collect the certificate personally, it may be collected by an authorized representative upon submission of an authorization letter signed by the applicant along with a photocopy of the applicant's valid photo ID.                                                                                                                                                                                                                                               |    |                                                        |    |                                                      |    |                                                                                          |
| 5) | Postage Charges is as follow, if requested through Post. <table><tr><td>a)</td><td>Within Gujarat: <b>Rs. 150/- + 18% GST = Rs. 177/-</b></td></tr><tr><td>b)</td><td>Within India: <b>Rs. 300/- + 18% GST = Rs. 354/-</b></td></tr><tr><td>c)</td><td>Abroad: <b>2000/- + 18% GST = Rs. 2360/- or as Actual on weight whichever is higher.</b></td></tr></table>                                                                                                                                                                                                                                            | a) | Within Gujarat: <b>Rs. 150/- + 18% GST = Rs. 177/-</b> | b) | Within India: <b>Rs. 300/- + 18% GST = Rs. 354/-</b> | c) | Abroad: <b>2000/- + 18% GST = Rs. 2360/- or as Actual on weight whichever is higher.</b> |
| a) | Within Gujarat: <b>Rs. 150/- + 18% GST = Rs. 177/-</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                                                        |    |                                                      |    |                                                                                          |
| b) | Within India: <b>Rs. 300/- + 18% GST = Rs. 354/-</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                                                        |    |                                                      |    |                                                                                          |
| c) | Abroad: <b>2000/- + 18% GST = Rs. 2360/- or as Actual on weight whichever is higher.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                                                        |    |                                                      |    |                                                                                          |
| 6) | Student has to Pay <b>Rs.3000/-</b> for Online process of sending document to World Education Services (WES)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                                                        |    |                                                      |    |                                                                                          |
| 7) | Fees not refundable and not adjustable in any case.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                                                        |    |                                                      |    |                                                                                          |
| 8) | <b>The Fees shall be paid through CASH or UPI / Net Banking / NEFT /RTGS.</b><br><b>For payment through UPI / Net Banking / NEFT /RTGS, the necessary bank details are:</b> <ul style="list-style-type: none"><li>• Account Name: <b>Sankalchand Patel University</b></li><li>• Account Number: <b>01020110228</b></li><li>• Account Type: <b>Current Account</b></li><li>• Bank Name: <b>The Kalupur Commercial Co-operative Bank Ltd.</b></li><li>• Branch: <b>Ashram Road, Ahmedabad I Branch Code: ASHRAM ROAD (010)</b></li><li>• IFSC Code: <b>KCCBOASR010 (KCCB Zero A S R Zero 1 Zero)</b></li></ul> |    |                                                        |    |                                                      |    |                                                                                          |



**SANKALCHAND PATEL  
UNIVERSITY**  
॥ अथातो ज्ञानजिज्ञासा ॥

